

Sign In/Out - Daily Attendance

This document will walk you through the **Sign In/Out** process for a DAILY Attendance School. In order for **Sign In/Out** to work correctly, you will need to have an understanding of the total number of minutes in your school day, what number of minutes constitutes an absence for the day, and the bridge period for your school, showing the start and end times for the school day.

Navigation: Start Page > Select Student > Academics > Attendance

1. Select the desired student.
2. On the Main Menu under **Academics**, click **Attendance**.



Make sure the attendance type at the top of the screen says **Daily Attendance**; click the **Daily** link if necessary.

Daily Attendance

Meeting | Daily

Change Multiple Days

8/17-8/21	8/24-8/28	8/31-9/4	9/7-9/11	9/14-9/18	9/21-9/25	9/28-10/2	10/5-10/9	10/12-10/16
M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F
- -		0 1A	-			- -		
10/19-10/23	10/26-10/30	11/2-11/6	11/9-11/13	11/16-11/20	11/23-11/27	11/30-12/4	12/7-12/11	12/14-12/18
M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F
	- -		-		- - -			
12/21-12/25	12/28-1/1	1/4-1/8	1/11-1/15	1/18-1/22	1/25-1/29	2/1-2/5	2/8-2/12	2/15-2/19
M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F	M T W H F
- - - -	- - - -			- -				

Note: A dash (-) indicates school is not in session or the student is not enrolled on that date.

Important: If attendance has been taken previously and a **Sign In/Out** for the student needs to be entered, click on the small clock under the date and day of the week you wish to correct; the **New Daily Attendance Time** screen opens up (see **Figure 1** below).

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If attendance has not been taken you will click on the day of the week needing a correction; the **New Daily Attendance** screen opens up (see **Figure 2** below). There can be multiple **Sign In/Outs** for a student in one day.

3. Click on the clock (see Figure 1) or the day of the week (see Figure 2).

Figure 1 – for previously entered attendance

New Daily Attendance Time

Aguilar [] 3 [] D []

Date: 08/02/2013

Time in: 09:15 AM (Example entry: 08:00 AM)

Time out: 10:30 AM (Example entry: 02:00 PM)

Exclude from total minute calculation: ☐

Comment: []

Submit

Important: Both, a **Time In** and a **Time Out**, must be entered for each **Sign In/Out** recorded. If the student is checking in and there is not a **Time Out**, it **MUST** be entered as the end of school as noted on your Bridge period.

If the student is checking out for the day and arrived at school on time, the **Time In** **MUST** be entered as the start of school noted on your Bridge period. If the student is checking in and out several times in one day, the In and/or Out time may need to be adjusted on previous entries.

4. Complete required fields:
 - a. **Date** = Date you have selected
 - b. **Time In** = Time student has come to school or start time of school if student is checking out during the day
 - c. **Time Out** = Time student is leaving school or end of school if student is checking in for the day
 - d. **Exclude from total minutes calculation** = Used to indicate whether or not this time is excluded from the total time calculation
 - e. **Comment** = User's discretion

Sign In/Out - Daily Attendance

Figure 2 – no previous attendance

New Daily Attendance

Aguilar [] 3 [] D []

Date: 08/07/2013

Attendance Code: (Present) [v]

Total Time: 0 (calculated on submit)

Comment: Student leaving for dentist appointment

Time In: 09:15 AM (Example entry: 08:00 AM)

Time Out: 10:30 AM (Example entry: 02:00 PM)

Exclude from Total Time Calculation: ☐

Time Comment:

Submit

5. Complete required fields:
 - a. **Date** = Auto populates
 - b. **Attendance Code** = Use appropriate attendance code for the day, taking into account total number of minutes to determine present or absent
 - c. **Total Time** = Calculates on submit
 - d. **Comment** = User's discretion
 - e. **Time In** = Time student has come to school or start time of school if student is checking out during the day
 - f. **Time Out** = Time student is leaving school or end of school if student is checking in for the day
 - g. **Exclude from total minutes calculation** = Used to indicate whether or not this time is excluded from the total time calculation
 - h. **Time Comment** = User's discretion
6. Click **Submit**.

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